

# **Minutes of the Town Web Site Committee**

**February 24, 2010**

**Approved 3/24**

## **Executive summary:**

The plan to convert to “electronic forms” has begun with the conversion of selected forms to a Word format that can be printed out, filled in using Word and submitted as a hard copy. Future enhancements will allow forms to be filled out “on-line” and distributed electronically. The experiment to give the Police Department the ability to post their own messages to their web page using Google Documents has been discontinued due to a lack of resources in the Department. Any information to be posted including “citizen alerts” will be posted by the Web staff. A demonstration of Google Analytics was given by Jeanne Pickering. The application allows one to analyze who is accessing the town website and what sections are being accessed. A report will be developed.

Members present: Bill Whiting Jeanne Kinhan and Jeanne Pickering

Members Absent: Kim Philpot

Guests: Martha Morrison

## **Old Business:**

Minutes of 11/18/09 and 1/27/10 were approved as written.

## **New Business:**

See Executive Summary

The meeting was adjourned at 8:20 PM

The next scheduled meeting is 3/24/2010 at 7:30 pm. in the Town Hall.

Respectfully submitted, Bill Whiting